GUIDE: FINDING & PURCHASING DOCUMENTS FROM PUBLIC ACCESS

undated: October/172016 9:21am

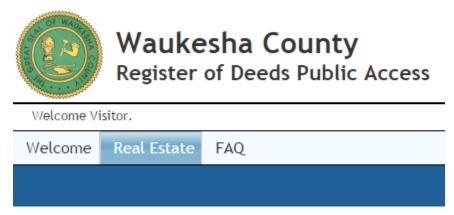
First, you will need to navigate to the Land Records Public Access website. To do this, go to www.WaukeshaCounty.gov. Then select "Register of Deeds" under elected officials. Then click on the second link under "More Information" which is "Public Access Document Search". (You may also click and/or bookmark this link for easier access: http://landrecordspublicaccess.waukeshacounty.gov)

You will be taken to the welcome screen. To continue, please read and accept the terms and conditions for use of the website.



Click here to acknowledge the disclaimer and enter the site.

Once you've accepted the terms and conditions, hover your mouse cursor over "Real Estate" and select "Search Real Estate Index". You'll notice that the UI has been updated.



Here you will see a lot of search fields, here is a short explanation of each of them.

GENERAL FIELD

Date Filed From – To: If you're looking for documents filed between a certain range, enter that range here before filling out the rest.

Instrument # From – To: If you know the document number, enter the document number into the "From" field only and click search. If you want to search a range of documents, enter the range here.

Book/Page: If you have the book and page number of the document you're looking for, enter it here and click search. Document Type: If you want to search only for specific document types, click on the corresponding check boxes.

| serier at | | | |
|--------------------|---------------------------------------|---|----------|
| Date Filed From: | mm/dd/yyyy • To: mm/dd/yyyy | Ŧ | |
| Instrument # From: | То: | | |
| Book: | Page: | | |
| Document Type: | AFFIDAVIT | _ | |
| | ALIENATION OF HOMESTEAD INTEREST | | |
| | AMENDED CONDO DECLARATION | | ~ |
| | AMENDMENT TO ARTICLES OF INCOPORATION | | |
| | AMENDMENT TO LAND CONTRACT | - | |
| | | | |

CROSS REFERENCE

Instrument #: If you want to see documents related to a document number that you have, enter it here.

Book Type: Unused.

| Constant Defendance | | or, enter it here. |
|--|---------------------------------------|--------------------|
| Cross References | | |
| Instrument #: | Book Type | e: |
| Book: | Page | e: |
| COMMON | | |
| Tax Id: Unused | | |
| Municipality: If you want to isolate results to a certain municipality | pality, select the municipality here. | |
| FreeForm: Enter part of an address (ie: N84W23809) into Fre | Form to search for Federal Tax Liens. | |
| Common | | |
| Tax Id: Munic | ipality: | ▼ |
| FreeForm: | | |
| PLATTED DESCRIPTIONS - | | |
| Subdivision: Name of the subdivision. | | |
| Lot: If applicable, enter in the lot number here. | | |
| Block: If applicable, enter in the block number here. | | |
| Out Lot: If applicable, enter in the Out Lot number separately | here. | |
| Platted Description | | |
| Subdivision: | ▼ | |
| Lot: | Block: | Out Lot: |
| CONDO DESCRIPTION – Not all fields need to be filled out. | | |
| Condo: Name of the Condominium. | | |
| Boat Slip: If applicable, enter the boat slip number here. | | |
| Parking Space: If applicable, enter the Parking Space number | here. | |
| Building: If applicable, enter the building number here. | | |
| Unit: If applicable, enter the Unit number here. | | |
| Locker: If applicable, enter locker number here. | | |
| Storage: If applicable, enter storage number here. | | |
| Garage: If applicable, enter Garage number here. | | |
| Condo Description | | |
| Condo: | v | |
| Boat Slip: | Parking | |
| | Space: | |
| Building: | Unit: | |
| Locker: | Storage: | Garage: |
| UNPLATTED DESCRIPTION – All fields must be filled out. | | |
| Township: Enter township here. | | |
| Range: Enter range here. | | |
| Section: Enter section here. | | |
| Quarter Section: Enter the quarter section here. | | |
| Unplatted Description | | |
| Township: | Range: | T |
| Section: ▼ | Qtr: | ▼ |
| | | |
| | | |
| | | |
| | | |
| | | |
| TIME SHARE – All fields must be filled out. | | |
| Name: Enter the name of the Time Share. | | |
| Unit Type: Enter the Unit Type. | | |
| ** | | |
| Season: Enter the Season. | | |
| | | |
| Season: Enter the Season. TimeShare Description Name: Unit | Tyne' | Season: |

CEMETERY DESCRIPTION – All fields must be filled out.

Name: Enter the name of the Cemetery. Block: Enter the Block number here. Lot: Enter the Lot number here.

| Cemetery Descrip | tion | | | | | |
|------------------------|----------------------|--------------------|------|------|---------|--|
| Name: | | | | | | |
| Block: | | | | Lot: | | |
| MAP DESCRIPTION | | | | | | |
| Name: enter the nur | mber of the Certifie | d Survey Map here. | | | | |
| Block: If applicable, | enter the block nur | nber here. | | | | |
| Lot: If applicable, en | ter the lot number | here. | | | | |
| Out Lot: If applicable | e, enter the Out Lot | number here. | | | | |
| Map Description | | | | | | |
| Name: | | | | | | |
| Block: | | | Lot: | | Outlot: | |

You are now at the document search page. To locate a document you will need to find the legal description of the property. A condensed version of this can be found by visiting our Tax Listing website at http://tax.waukeshacounty.gov. Input the address you would like to find documents for and click "search".



You'll then see a results page. Click on the "listing" arrow to go to that address' tax listing page.



Here you will be able to find the condensed legal description of the property. For this address, it is:

LOT 93 MUKWONAGO ESTATES PT SE1/4 SEC 35 T5N R18E DOC# 3838555

The information you'll need to take from this and input into the document search is the subdivision, lot, and/or block. In this case the subdivision name is "Mukwonago Estates" and it is lot number "93". Input this information in the field below on the document search page and then click "Search". For properties without a subdivision lot/block, the metes and bounds description will be used and placed into the "Unplatted Description" field instead. For this property it would be "SE1/4 Section 35 Township 5 Range 18".

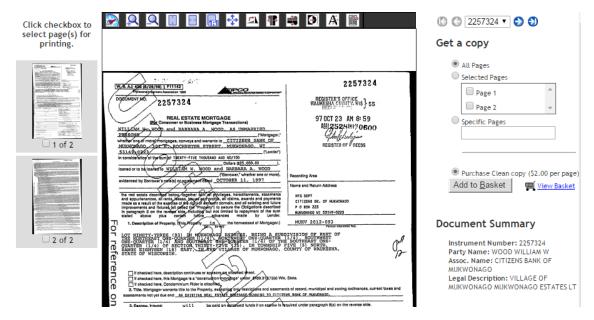
| Platted Descripti | ion | | | |
|--------------------------|-----------------|--------|---|----------|
| Subdivision: | MUKWONAGO ESTAT | ES | • | |
| Lot: | 93 | Block: | | Out Lot: |

You will now have a list of results. You can sort the results in ascending/descending order by clicking the header label of any column you'd like sorted. To open an image, you have two options, either click on the "VIEW" under the "IMAGE" column. [NOTE: This will open a pop-up window with the image contents inside. Please disable your pop-up blocker to use this tool].

Or click on the "INSTRUMENT" number in the "INSTRUMENT # BOOK-PAGE" column.

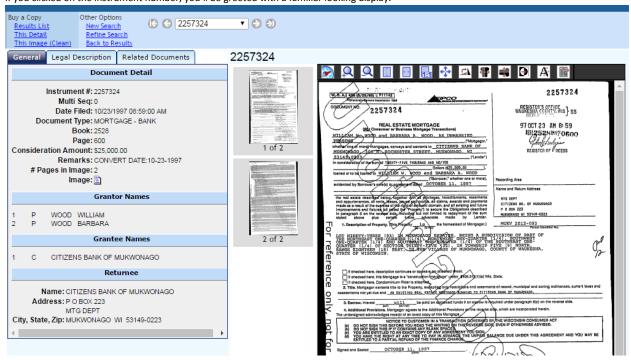


If you clicked on "VIEW", you would have generated a pop-up with the image and details inside.



If you'd like to purchase the document you are viewing from the pop-up viewer, you'll notice on the right side of the page are the options to do so. You can either select to purchase all of the pages in the document or only certain pages. If you only want certain pages, select which pages you want by checking the page number box(es). If you want specific pages, you can indicate this by separating the pages by comma, or hyphenating a range of pages. (ie: 1,4,6,5-16). Then click "Add To Basket" to add the item(s) to your basket.

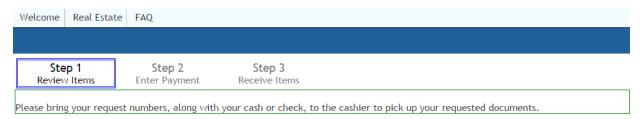
If you clicked on the instrument number, you'll be greeted with a familiar looking display.



If you would like to purchase a document from this view, under "Buy A Copy" in the upper left-hand corner, select "This Image (Clean)". This will generate a pop-up with purchasing options. Indicate which pages you want by separating the page numbers by comma, or hyphenating a range of pages. (ie: 1,4,6,5-16). Then click "Add To Basket" to add the item(s) to your basket.



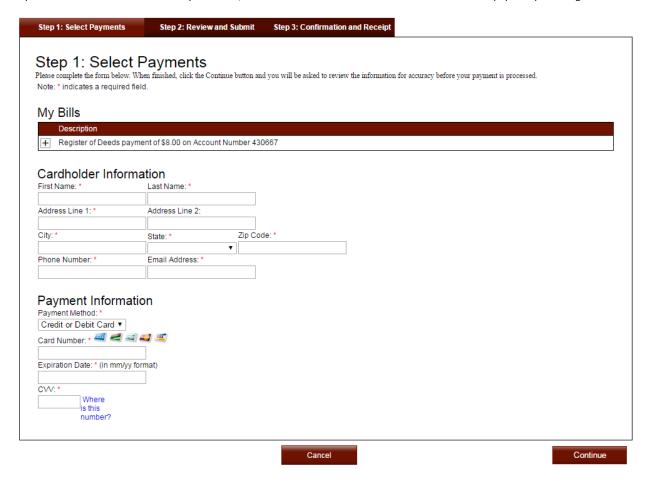
When you're ready to check out, simply click on "View Basket" in the upper right-hand corner of the page. This will take you to the following page:



| Request # | Date Added | Reference # | Item Description | # Pages | Fee | Action | Notes |
|-----------|---------------------|-------------|--|---------|--------|--------|-------|
| 1227650 | 10/17/2016 08:56 AM | 2257324 | Image Access (Clean Copy): 2257324, Page(s) 1 - 2 | 2 | \$3.00 | Remove | |
| | | | Search Fee | | \$5.00 | | |
| | Total Fee: \$8.00 | | | | | | |

Check Out . Empty Basket

If you are satisfied with the contents of your basket, click on "Check Out". You will now be taken to our online payment processing site.



Enter in all of the information required and then click on continue to be taken back to Public Access where you'll be able to print, download, or save the image(s) you have purchased.